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April 24, 2007

Ms. Christine A. Holmes, Manager
State Boundary Commission
611 W. Ottawa
Lansing, Michigan 48909


Re: Docket #06-I-3
Proposed Incorporation of the
Village of Oxford into a Home Rule
City/Oakland County

Dear Ms. Holmes:

Pursuant to your request and our phone conversations, enclosed please find the completed attached Questionnaire and documents and attachments, as requested by the Boundary Commission, pursuant to your Administrative Rules.

Should you have any questions, please do not hesitate to contact me. I look forward to seeing you at our Public Hearing on Thursday, May 3, 2007.

Sincerely yours,


THOMAS J. RYAN
Special Counsel
Village of Oxford

TJR:slp
Enclosures (Federal Express)
cc: Joe Young, Village Manager
Steve Allen, Petitioner

RECEIVED
DEPT. OF LABOR & ECONOMIC GROWTH

APR 26 2007

STATE BOUNDARY COMMISSION

STATE BOUNDARY COMMISSION

ACT 191

CRITERIA QUESTIONNAIRE FOR INCORPORATION

BOUNDARY COMMISSION QUESTIONS FOR DEVELOPING PUBLIC HEARING INFORMATION

The term "unit" as used throughout this questionnaire refers to your township, city or village.

I. POPULATION

- A. Indicate the total population of your unit for each of the following:

1980 2,746 1990 2,929 2000 3,540

II. POPULATION DENSITY AND LAND AREA

- A. Indicate the total number of acres or square miles in your entire unit and the population density (population/area) for 2000:

1. Total number of acres 918 or square miles 1.43.

2. Density for 2000 equals 3.86 population per acre
or 2,475 population per square mile.

- B. If the Commission expanded the area for consideration please include separate figures for that area: N/A

Total acres _____ or square miles _____ in expanded area.

Population _____ in expanded area.

III. LAND USE

- A. Enclose a copy of the long range plan for your unit or larger area (e.g. comprehensive Master Plan, Land Use Plan, Growth Management Plan). If your unit does not have such a plan, include a county plan or other, if available. List enclosures: Master Plan Village of Oxford

B. Zoning

1. Does your unit have a zoning board or commission?

Yes X No

If yes, under what public act? (formerly 207) 110

2. Has your unit has adopted a zoning ordinance?

Yes X No

If yes, enclose the applicable county zoning ordinance and map.

If no, is your unit in the process of initiating a zoning ordinance?

Yes No X

If yes, to what stage is it developed?

3. If the Commission expanded the area for incorporation, what is the zoning for that area? N/A

4. Is any portion of the area proposed for incorporation being considered for rezoning? Yes No X

If yes, describe the portion and the proposed change.

5. List below the approximate acreage of the land zoned in your unit.

A. Number of Acres
Zoned

B. Number of Acres
Used as Zoned

C. % of Acres
Used as Zoned
(B/A x 100)

	A. Zoned Acres	B. Used Acres	C % of Acres
RESIDENTIAL	<u>532</u>	<u>327</u>	<u>61</u>
COMMERCIAL	<u>70</u>	<u>46</u>	<u>66</u>
INDUSTRIAL	<u>72</u>	<u>89</u>	<u>127</u>
AGRICULTURAL	<u>-</u>	<u>-</u>	<u>-</u>
OTHER(Parking, ROW)	<u>8</u>	<u>225</u>	<u>2812</u>

IV. STATE EQUALIZED VALUATION

Provide the state equalized valuation of your unit for the last three years.

Start with present year:

A. Real Property	200 ⁶	200 ⁵	200 ⁴
Residential	\$ <u>115,724,700</u>	\$ <u>113,174,420</u>	\$ <u>107,314,010</u>
Commercial	\$ <u>31,830,190</u>	\$ <u>31,346,670</u>	\$ <u>24,595,820</u>
Industrial	\$ <u>19,029,820</u>	\$ <u>17,873,580</u>	\$ <u>14,780,690</u>
Agricultural	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Developmental	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Timber Cutover	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Utilities	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
TOTAL	\$ <u>166,584,710</u>	\$ <u>162,411,610</u>	\$ <u>146,698,360</u>

B. Personal Property	200 ⁶	200 ⁵	200 ⁴
Residential	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
Commercial	\$ <u>4,175,170</u>	\$ <u>4,876,150</u>	\$ <u>7,270,520</u>
Industrial	\$ <u>11,166,870</u>	\$ <u>10,943,590</u>	\$ <u>8,862,140</u>
Agricultural	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Developmental	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Timber Cutover	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Utilities	\$ <u>2,851,390</u>	\$ <u>2,974,320</u>	\$ <u>4,293,390</u>
TOTAL	\$ <u>18,193,430</u>	\$ <u>18,794,060</u>	\$ <u>20,426,050</u>

C. Give the current equalization factor for your unit: 200⁶ EF 1.00

D. Give the most recent year's state equalized valuation for the area proposed for incorporation \$ 184,778,140. If the Commission expanded

the area give the S.E.V. for that area \$ same- \$184,778,140 .

V. ALLOCATED AND VOTED MILLAGE RATES FOR THE LAST 3 YEARS

(Purpose: General Fund, Debt Retirement, Pension Fund)

Start with present year:

SEE ATTACHED SCHEDULE

200__

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	TOTAL	_____	TOTAL	_____

200__

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	TOTAL	_____	TOTAL	_____

200__

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	TOTAL	_____	TOTAL	_____

Village of Oxford - Allocated and Voted Millage Rates

4A

2006

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
PO - Operating	11.1200	Operating	4.1900	ISD - Gen. Ed.	0.2003
P - Operating	0.9500	Parks & Rec.	0.2415	ISD - Spec. Ed.	2.5456
P - ALS	1.0000	H.C.M.A.	0.2146	ISD - Voc. Ed.	0.6231
P - Fire/EMS	1.5000			Comm. College	1.5844
P - Library	1.3982			SET	6.0000
P - Parks & Rec.	0.8538			Oxford SD - Oper.	18.0000
P - Fire Debt	0.8800			Oxford SD - Debt	7.0000
P - Library Debt	0.4100				
Total:	18.1120	Total:	4.6461	Total:	35.9534

2005

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
PO - Gen. Fund	12.6200	Operating	4.1900	ISD - Gen. Ed.	0.2003
P - Operating	0.9500	Parks & Rec.	0.2415	ISD - Spec. Ed.	2.5456
P - ALS	1.0000	H.C.M.A.	0.2146	ISD - Voc. Ed.	0.6231
P - Fire/EMS	1.5000			CC - Operating	1.5844
P - Library	1.3982			SET	6.0000
P - Parks & Rec.	0.8538			Oxford SD - Oper.	18.0000
P - Fire Debt	0.9800			Oxford SD - Debt	7.0000
P - Library Debt	0.4500				
Total:	19.7520	Total:	4.6461	Total:	35.9534

2004

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
PO - Gen. Fund	12.6200	Operating	4.1900	ISD - Gen. Ed.	0.2009
P - Operating	0.9500	Parks & Rec.	0.2422	ISD - Spec. Ed.	2.5530
P - Library	1.4170	H.C.M.A.	0.2154	ISD - Voc. Ed.	0.6250
P - Parks & Rec.	0.8653			CC - Operating	1.5889
P - Fire Debt	1.0400			SET	6.0000
P - Library Debt	0.4620			Oxford SD - Oper.	15.6451
				Oxford SD - Debt	7.0000
Total:	17.3543	Total:	4.6476	Total:	33.6129

2006 Total:	58.7115
2005 Total:	60.3515
2004 Total:	55.6148

KEY:

P = Township of Oxford

PO = Village of Oxford

ISD = Intermediate School District (Oakland)

CC = Community College (Oakland)

Allocated, as detailed on L-4029

VI. TOPOGRAPHY / NATURAL BOUNDARIES / DRAINAGE BASINS

- A. Unusual or restrictive topographic features that could inhibit the use or development of the area proposed to be incorporated are:

<input type="checkbox"/> Extreme changes in elevation	<input type="checkbox"/> Wetlands
<input type="checkbox"/> Perk test failure	<input type="checkbox"/> Bedrock near the surface
<input type="checkbox"/> Flood plain	<input type="checkbox"/> Prime agricultural land
<input type="checkbox"/> Drainage basin	<input type="checkbox"/> Other _____

- B. How does this proposed incorporation relate to natural boundaries and drainage basins? (Include aerial map if available.)

No change- see aerial map

VII. BOUNDARY HISTORY

- A. During the past 10 years, has your unit been involved in any proposed detachments, incorporations, annexations, or consolidations?

Yes ☐ No ☒

If yes, list the following for each case (attach extra sheets if necessary):

TYPE OF ADJUSTMENT PROPOSED: _____

(Detachment, incorporation, annexation, consolidation)

REQUEST INITIATED BY: _____

(Registered electors, property owners, city council, township board)

DATE REQUEST FILED: _____ DATE OF DECISION: _____

DECIDED BY: _____

(Referendum, County Commission resolution, City Council resolution, City/Township mutual resolutions, State Boundary Commission action, Circuit Court, other court)

FINAL DECISION/ACTION: _____

- B. Of the annexations accomplished, are these areas receiving all the city's services? Yes ☐ No ☐

Number of annexations in past 10 years: _____.

If no, list the areas not receiving services and the services they lack:

- C. Does your unit have any joint policies or agreements with adjacent units of government?

Yes xx No

Please list policies covered and units involved

TYPE OR FUNCTION INVOLVED

UNITS INVOLVED

Dispatch Services

Township of Oxford

Sewer and Water Service

Township of Oxford

VIII. PAST AND PROBABLE FUTURE GROWTH & DEVELOPMENT

- A. Please indicate the number of building permits issued for the following categories by your unit of government within the last 3 years?

 Industrial

40 Single Residential Units

 3 Commercial

 2 Multiple Housing Structures

- B. Business development

1. How many new businesses opened in the last 5 years? 88+
How many new jobs were created? 250

2. How many businesses expanded their operations in the last 5 years?
 5
How many new jobs were added? 50

3. How many businesses reduced their operations in the last 5 years?
 5
How many jobs were lost? 25

4. How many businesses moved or closed their operations in the last 5 years? 61
How many jobs were lost? 186

- C. Have any special studies been conducted in your area regarding the general economic situation?

Yes ___ No ___ In Process X DDA MARKET STUDY

If yes, enclose copy.

- D. Which of the following development tools serve your unit?

___ Economic Development Corporation (PA 338, 1974)
___ Local Development Finance Authority (PA 218, 1986)
___ Tax Increment Finance Authority (PA 450, 1980)
X Downtown Development Authority (PA197, 1975)
___ Shopping Center Redevelopment Area (PA 120, 1961)
___ Empowerment Zone/Enterprise Community/Enterprise Zone
___ Local Revolving Loan Fund
___ Other _____

IX. NEED FOR ADDITIONAL PUBLIC SERVICES

- A. Which additional services not presently available to your unit, residents, and/or property owners do you consider necessary in the area proposed for incorporation? NONE

	SERVICE	DATE IT CAN BE AVAILABLE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

- B. Of the services listed above, which is expected to be difficult to obtain?

Why? _____

X. PROBABLE EFFECTS OF PROPOSED INCORPORATION ON THE COST AND ADEQUACY OF SERVICES

- A.** If incorporation takes place, how will the change affect the unit of government involved? Added responsibilities transferred from the Township for elections, assessor and collection of school taxes.
No additional services are expected to be necessary as we have a full-time police and public works departments.
- B.** If incorporation takes place and public services are improved, what additional cost will the affected areas incur, and how adequate will those services be?
- C.** If incorporation takes place, what will be the financial effect on the remaining area from which the incorporated area is removed?
Township of Oxford tax reduction of \$125,000 with reduction of responsibilities transferred to the City- elections, assessing and school tax collection.
- D.** If incorporation takes place what will be the financial effect on the incorporated area?
A reduction of taxes of \$125,000 currently being paid to the Township of Oxford.

XI. PUBLIC SERVICES

If not, please explain either why not or provide the current status:

17. How many new customers are expected to be served?

18. What is the estimated total number of customers who will ultimately be served following this expansion? _____
19. This expansion is:
_____ under study _____ under contract _____ under construction
20. Estimated date service will be available: _____
21. What charges do customers within your unit pay to receive public water? \$ 1,200 hookup fees \$ 3.25 per 1000 gals.
22. If water is purchased under contract, do customers outside the unit pay the same rate as those within the unit providing the service?
Yes _____ No x
If no, what charges do customers outside the unit pay to receive public water? \$ 4.06
23. Are special charges made in lieu of an assessment?
Yes x No _____
If yes, what are the charges? \$ 1,500
24. What must customers outside the providing unit do to receive this public water? Request Village to provide service

25. If incorporation does not occur, how soon would the area proposed for incorporation receive public water services?

B. Sanitary Sewer

1. Does your unit provide sanitary sewer service?
Yes ☒ No ☐
If yes, who services the treatment plant?
Detroit and Oakland County Drain Commission
2. If the sewage treatment plant does not belong to your unit, does your unit possess a utility equity in the sewer system?
Yes ☐ No ☒
3. How many sewer customers does your unit serve now? 1,317
4. How many homes in your unit do not have sewer hookups available?
1 (cemetery)
In what sections or areas?
Cemetery
5. What is the highest level of waste water treatment is being provided:
Primary ☐ Secondary ☒ Tertiary ☐
6. What methods of waste water treatment are being used?
(Check all that apply.)
☒ Activated Sludge ☐ Trickling Filter
☐ Lagoons ☐ Groundwater Discharge Mound
☐ Rotating Biological ☐ Sand Filter
☐ Contactors or Disks ☐ Other _____
☐ Sequencing Batch Reactors
7. Where does the wastewater treatment plant discharge its effluent?
Surface water (Name/Location) Detroit River
Ground infiltration (Name/Location) _____
8. ~~Maximum~~ ^{Purchased} capacity of the sewer system is 3.2 ^{CFS} ~~gal/day~~.
9. The average usage is 0.7 ^{CFS} ~~gal/day~~ 22 % capacity.
10. Does your sewer ordinance require residents to hook up?

Yes ☒ No ☐

If yes, how near does the sewer line have to be? 1,000 feet

11. Does your unit provide sanitary sewer service to the area proposed for incorporation? Yes ☒ No ☐

12. How is your sewer system financed?

☐ General obligation bonds ☐ Revenue bonds
☐ Special assessments ☒ Consumption Rates
☒ Tap-in fees (Amount \$800) ☐ Other: _____

13. What is the cost per foot for installation of sewer lines in the street?

\$ 40 12" Truss Pipe

What is the estimated cost per foot for extension on site? \$ 10

14. Are you under orders to improve your waste water treatment?

Yes ☐ No ☒

If yes, describe: _____

15. Do you have any plans to expand the sewer system in the near future?

Yes ☐ No ☒

If yes, what sections or areas will receive services?

16. Have you received approval from the involved state agencies for expansion of the sewer system? Yes ☐ No ☒

17. What is the estimated total number of customers who will ultimately be served by this expansion? _____

18. This expansion is:

☐ under study ☐ under contract ☐ under construction

19. Estimated date service will be available: _____

20. What do customers within your unit pay to receive sewer service?

\$ 2,000 connection fee
\$ 0.51 per 1000 gal. after 8,400 gallons (\$22.85 per month)

21. If sewer service is purchased under contract, do customers outside the unit pay the same rate as those within the unit providing the services?

Yes ☐ No ☒

If no, what charges do customers outside the unit pay to receive sewer service? \$.064 (\$28.56 per month) - 25% more

22. Are special charges made in lieu of an assessment?

Yes ☒ No ☒ (tap and lateral fees)

If yes, what is the amount? \$

23. What must customers outside the providing unit do to receive this sewer service?

Request service from the Village

24. If incorporation does not occur, how soon would the area proposed for Incorporation receive sewer service?

C. Fire Protection

1. Fire protection for your unit is provided by:

a. ☐ your own department
b. ☒ contract from another unit Township Fire Department
c. the Fire District which serves the following units:

2. Underwriters rating: 7

3. What is the staffing composition of the fire department that provides fire protection to your unit?

Full-time 13 Volunteer 40

4. How is the fire department financed?

___ Other _____

4. Who provides police protection to the area proposed for incorporation? same
5. If the incorporation is approved, who would provide police protection? _____
6. How near is the police station now providing police protection to the area proposed for incorporation? inside Village limits
7. If the incorporation is approved, how near would be the police station providing police protection? _____

E. Refuse and Garbage

1. Does your unit provide refuse and garbage collection service?

___ Yes; this service is provided by:

___ your unit (direct operation).

x your unit via contract with private firm.

___ your unit via an intergovernmental or regional contract.

___ No; this service is provided by private arrangements between residents and property owners with individual haulers.

___ No; this service is not available.

If the answer to 1 was "Yes," please respond to the following:

How many homes are served? 1,087

How often is the pickup made? weekly

How is the service financed?

___ Special Assessment

x Each homeowner billed for service by governmental unit

___ General operating funds

___ Paid by resident to individual hauler

F. Street Lights

1. Does your unit have a street light program? Yes x No
If yes, how is the program financed? general operating funds
2. Approximately what percentage of the area is served? 70%

G. Library Service

1. Does your unit provide library service? Yes No x Township millage
If yes, is it: unit operated county wide area wide

H. School District Oxford

I. Other services available to your unit's residents

Type of service	Furnished by unit or on contract?	Method of financing
1. <u> </u>	<u> </u>	<u> </u>
2. <u> </u>	<u> </u>	<u> </u>
3. <u> </u>	<u> </u>	<u> </u>
4. <u> </u>	<u> </u>	<u> </u>

XII. FINANCIAL ABILITY TO PROVIDE AND MAINTAIN SERVICES TO AREA

- A.** What major capital improvements have taken place in your unit in the last five years, and how were they financed?

IMPROVEMENT	FINANCED
1. <u>Street reconstruction</u>	<u>GO Bonds \$2,500,000 (2005)</u>
2. <u>Parking Lots- DDA</u>	<u>GO Bonds 800,000 (2005)</u>
3. <u> </u>	<u> </u>
4. <u> </u>	<u> </u>

- B.** Does your unit currently have an application for bonds before the Michigan Municipal Finance Commission? Yes No x

If yes, state the kind of bond, purpose, total amount of bonded indebtedness and the maturity date.

KIND	PURPOSE	AMOUNT	MATURITY DATE

C. Indebtedness related to area proposed for incorporation.

1. Does your unit of government have any bonded indebtedness in place or in process that affects the area proposed for incorporation?

Yes ☒ No ☐

If yes, state the following about the debt:

KIND	PURPOSE	AMOUNT	MATURITY DATE
See June 30, 2006 audit report		\$ page 44	
		\$	

Also, if yes attach copies of any "Order of Approval" issued to your unit by the Municipal Finance Commission that relate to bonds for sewer or water facilities serving the incorporation area and include copies of maps describing the physical location of the sewer and water lines.

2. Has your unit incurred any other liabilities relating to the area proposed for incorporation? Yes ☐ No ☒

If yes, describe the liabilities and their values (\$).

	\$
	\$
	\$

3. Has your unit signed any other contractual agreements affecting the area proposed for incorporation? Yes ☐ No ☒

If yes, list the agreements and include copies.

4. Has your unit accumulated any assets attributable to the area proposed for incorporation? Yes x No

If yes, describe the assets and their values (\$).

Village properties	\$ 9,058,809	(see insurance schedule)
Township properties in	\$ 12,000,000 +	
	\$	

5. What percent of your total sanitary sewer, public water, storm drainage and other utility exist in the area proposed for incorporation?

<u>100</u> % sewer	<u>100</u> % public water
<u>60</u> % storm drainage	<u> </u> % other <u> </u>

XIII. GENERAL EFFECT UPON COMMUNITY OF PROPOSED ACTION

- A. What is the position of your government officials on this proposed incorporation? Support voters be given opportunity to vote on the issue. Support cityhood for autonomy and controlling our own destiny without Township involvement, and reducing taxes.
- B. What is the position of the residents of the proposed incorporation area towards this petition? Those who signed are in support. More information on details is desired by most before taking a position.
- C. What is the position of your constituents towards this petition? Support autonomy and reduced taxes and support being given an opportunity to vote on the issue.

**XIV. WHAT IS THE RELATIONSHIP OF THE PROPOSED INCORPORATION
TO ANY ESTABLISHED TOWNSHIP, VILLAGE, CITY, AND COUNTY
OR REGIONAL LAND USE PLAN?**

The Village is part of the Township and each unit has their own land use plan that considered zoning through Oakland County review process.

Please provide the following information about the people who completed this questionnaire:

Name	Title/Company/Organization	Telephone (w/area code)
K. Joseph Young	Manager, Village of Oxford	248-628-2543

Date Completed April 18, 2007